

# Behavioral Health is Essential To Health



Prevention Works



Treatment is Effective



People Recover





# The Grantee/Coalition Partnership

**Advice on building a solid relationship**



# Why a Grantee/Coalition Partnership?

The purpose for a grantee/coalition relationship exists to :

**Facilitate** an organizational partnership that can **support** the development of a community wide coalition of sectors dedicated to the reduction of substance abuse among the youth of the community.

# Understanding Roles and Responsibilities

- **Grantee**
- **Coalition**
- **Key Personnel**

# Typical Fiscal Structures of Coalitions

- **Coalition is the Grantee**
- **Third party entity in collaboration with the coalition and has been awarded to serve as the Grantee**

# Grantee Role

- **Provides fiscal reporting on behalf of the coalition**
- **Joint supervision of coalition staff when appropriate**
- **Management of spending within budget developed and approved by coalition**
- **May provide in-kind support e.g. space, equipment ,etc**

# Grantee Role (Continued)

- **Allocate financial resources based upon the guidance of the coalition**
- **Participate in the finance committee of the Coalition**
- **Ensures the facilitation of the agreed upon protocols contained in the Memorandum of Understanding (MOU)**



# Key Staff Roles

- **Responsible for implementing the day to day processes for the coalition**
- **Facilitates processes with the coalition**
- **Provides guidance and oversight for the work the coalition implements**



# Coalition Role

- **Engage and mobilize community members.**
- **Develops the plan for how the coalition will use funds.**
- **Creates logic models and action plans that will be used to determine what activities will be implemented.**
- **Determines the direction of the coalition's work based upon the collective agreement of all coalition members.**

# The Memorandum of Understanding (MOU)

# MOU Tips

- **If it's not in writing, it doesn't exist.**
- **Relationships need to be clearly defined and documented within the language of the MOU.**
- **The MOU should reflect that this is a partnership.**

# MOU Tips

- **The MOU serves as a basis for discussion, negotiation, and decision making as the relationship evolves.**
- **The MOU can include future expectations of the coalition and/or the grantee.**
- **The MOU should be revisited annually!**

# Contents of the MOU

## Responsibilities of the Coalition:

- **Set policy and oversee goals and objectives in alignment with the terms and conditions of the DFC grant.**
- **Select and direct staff, volunteers, and contractors.**
- **Create, approve, and follow its budget in compliance with DFC requirements.**
- **Follows agreed upon protocols with regard to the grantee/coalition agreements.**

# Contents of the MOU (continued)

## Responsibilities of the grantee:

- **Compile financial reports as agreed upon.**
- **Provide accounting services to prepare and distribute payroll, pay invoices, prepare and submit the appropriate forms for employment, wages and payroll taxes on behalf of the coalition.**
- **Negotiate and/or bid and approve contracts with a clear role for coalition input or decision making.**

# Contents of the MOU (continued)

- **Maintain all records pertaining to costs and expenses claimed for the DFC grant.**

## **Shared responsibility:**

- **The role of the coalition within the grantee personnel procedures in regard to coalition staff.**



# Strengthening the Relationship

# Avoiding Misunderstandings

- **If necessary, revisit MOU to clarify roles.**
- **Regular communication between the coalition and the grantee is essential.**
- **Transparency**

# Key Points

- **Understand that the relationship exists to facilitate a partnership that supports the growth and success of the Coalition.**
- **When in doubt, talk to your Project Officer.**